
What is ECF?

ECF is the Bankruptcy Court's *new* electronic case filing system that allows trained and certified users to file new bankruptcy cases or other pleadings right from their law office. **No more extra copies or courier fees - file from your desktop to the court in minutes.**

The system uses standard computer hardware, an internet connection and browser, plus one extra piece of software to create a document for filing. You log-on through our web site, enter the information needed to identify yourself and your pleading to the system, attach the pleading when prompted and receive an electronic notice of filing. **All of this in less time than it previously took for you to make copies and send them to the courthouse.**

The Clerk's Office provides training and certifies users before they "go live" on the system. Additionally, help desk support is available so you won't be left alone trying to figure out the system.

Still not sold

Benefits of ECF

- 24 hour availability
- Remote viewing of files and documents through your internet connection
- Local document printing - no more copy requests or delays
- Improved noticing to creditors - reduces returned mail for bad addresses
- Concurrent and immediate access to the same case file - no more "sorry the file is out"
- Ability to generate public reports
- As the system grows, you will be able to view archived files without waiting for retrieval from the federal government's records storage

Are you ready now?

YES?

Here is what you need to get started.....

Hardware & Software Needed



- ✓ A personal computer running a standard platform such as Windows, Windows '95 or Macintosh

- ✓ An internet service provider using Point to Point Protocol (PPP)

- ✓ Netscape Navigator software version 3.0 or higher*



- ✓ Adobe Acrobat Exchange software to convert documents from petition or word processing software to portable document format (PDF) *Special law office pricing from Adobe - Call 888-502-5275.*

- ✓ Windows or Macintosh based petition and word processing software.

- ✓ Possible future need might be a scanner if documents are not in your word processor or petition software.

**Currently, an ECF session can only be established using Netscape Navigator. Microsoft Internet Explorer 4.0 is being tested. DO NOT USE America Online's version of Netscape Navigator, or a version of Navigator lower than 3.0.*

Registration

Registration to participate in ECF is simple; just log-on to our website at:

WWW.CASB.USCOURTS.GOV

Go to the “front counter” and choose ECF registration. The on-line process should take just a minute or two to complete.

Once we receive your registration, you will be contacted by a member of our staff to verify the information and schedule your training.

Still have questions? Feel free to call Russ Reynolds, Systems Manager, 619-557-6213 for any technical questions or use the information request option on our website.

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U.S. Bankruptcy Court
325 West "F" Street
San Diego, CA 92101



**Electronic Filing
Your Gateway to
the
21st Century**

**Information
and
Registration**

A project of the
United States Bankruptcy Court and
the Administrative Office of the U.S. Courts